



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: April 26, 2017

Place: CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

*Present:* Dave Repinski, John Atkinson, Scott Beard, Bob McClyman, Donna Maly, Muriel Harper, John Wenum, Charlie Krupa, Dave Singer, David Moore, Renee Greenland, and John Earl

*Absent:* Joy Casperson, Sandy Wormet, and Stacy Ewert

*Unexcused Absence:* None

Staff Present: Chris Utley, Lisa Williams, Wendy Schneider, and Jim Dahlke

Guests Present: Kara Zastrow

### Opening

1. John Earl called the meeting to order. Roll call was taken with 12 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by David Moore to adopt the April 26, 2017 meeting agenda. Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

John welcomed staff including Chris Utley, Lisa Williams, Wendy Schneider, and Jim Dahlke. He also welcomed guest, Kara Zastrow who gave a brief introduction of herself.

Motion was made by Renee Greenland to adopt the February 22, 2017 meeting minutes. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

2. President's Comments

John mentioned that The John Wenum Family Apartments is underway. All of our Low-Income Representatives were re-elected and County Supervisors are back with the board remaining intact. Board Training went well and was very worthwhile. We may have a buyer for Dells Lot #2. The HOME grant has been submitted to the State for the Charlie Krupa School View Senior Village. He expressed sincere appreciation to all board members for their hard work with special thanks

to Renee for her participation and sharing information on homeless issues.

3. **Executive Director's Report**

Fred welcomed all board members and staff and expressed gratitude to everyone for their time and dedication to the agency. Board Low-Income Elections were advertised and held in March with all current representatives being re-elected. Fred expressed appreciation to Kara Zastrow for her presence at the meeting today. John Wenum updated the board on a new building under construction in Mauston to house the Juneau County Department of Human Services, Department of Aging, and County Health Department. John Atkinson gave an update on the 6<sup>th</sup> Annual Rio Food Pantry Fundraiser with an amount of \$4,487 being raised; he thanked all donators and participants. We have a potential buyer for Dells Lot #2; board members discussed the property sale price and suggested an attorney review the final paperwork. Our next building project is the Charlie Krupa School View Senior Village in the Village of Necedah. We own three other vacant lots in Mauston for future building projects. The new federal budget includes proposals to eliminate the Community Services Block Grant; however we are hopeful that this will not go through. Letters were sent to our legislators, Glenn Grothman and Ron Johnson asking for support of CSBG.

John introduced guests, Nancy Zingsheim, John Sagissor, and Jennifer Sagissor from First Weber Realtors who presented the agency with a check in the amount of \$522 which was collected as the result of a fundraiser. Board members gave them a round of applause with many thanks.

Motion was made by Charlie Krupa to adopt the April 26, 2017 Executive Director's Report with thanks. Seconded by David Moore. Passed unanimously. **MOTION CARRIED.**

4. **Budget & Finance Report**

Jim Dahlke presented the Budget & Finance Report. WIPFLI was onsite for the financial audit at the end of March. The audit is showing a \$50,000 gain in unrestricted funds with no findings. They will be presenting the audit to the full board at the June meeting. The Guardianship/Fiduciary/Power of Attorney revenues reflected a substantial increase from \$2,186 in April 2014 to \$5,070 in April 2017.

Motion was made by Donna Maly to adopt the April 26, 2017 Budget & Finance Report with thanks. Seconded by John Atkinson. Passed unanimously. **MOTION CARRIED.**

5. **Committee Reports**

a. PBP Committee

John Earl asked board members to review the PBP Committee report of March 10, 2017. Charlie Krupa called the meeting to order. Roll call was taken with eight members present. Motion passed by unanimous vote approving the agenda and minutes of the January 13, 2016 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Progress Report with detailed information. We await the Division of Housing contract for The John Wenum Family Apartments project; subcontractors have been chosen. The person who offered to purchase Lot #2 in Mauston mentioned he has 20 used refrigerators and ranges for sale in Germantown. Fred and Ed will view the appliances and if purchased, will be stored in our Beaver Dam building. Committee members discussed options for our next senior housing project in the Village of Necedah. Motion passed by unanimous vote authorizing the agency to pursue building composition of an 11 unit including 2 bedrooms and attached garages with proposed budget including a HOME grant of \$500,000, Federal Home Loan Bank Grant of \$165,000, Bank of Mauston loan of \$350,320, and Developer Fees of \$40,000 for a total of \$1,055,320. Renee and Muriel reported on Homeless Issues. The next meeting will be held on May 12, 2017.

Motion was made by Dave Repinski accept the PBP Committee Report of March 10, 2017. Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of March 10, 2017. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the February 10, 2017 EPF&A Committee meeting. The committee went into Closed Session by unanimous voice vote. The committee resumed in Open Session by unanimous show of hands. Kari Labansky presented the Finance Report. Motion was passed by unanimous vote thanking Kari for her report. Fred reported that resolution was reached in the J-1 Student use of the food pantry. Staci Tollaksen, organizer of the J-1 Student Program sent an email out to students, employers, and businesses reminding them that they are participating in a cultural exchange program and that use of the food pantry is for clients with long-term financial hardship. Low-Income Board Representative Elections have been scheduled; Adams-Friday, March 24<sup>th</sup> at 9:00 am at the Adams Food Pantry; Columbia-Monday, March 20<sup>th</sup> at 10:00 am at the Rio Food Pantry; Dodge-Thursday, March 23<sup>rd</sup> at 2:00 pm at the Beaver Dam Food Pantry; Juneau-Thursday, March 23<sup>rd</sup> at 9:30 am at the Mauston Food Pantry; and Sauk-Friday, March 24<sup>th</sup> at 5:00 pm at the Baraboo Food Pantry. Fred reported that our Community Services Block Grant (CSBG) monitoring review is going well.

Board training will take place at 10:00 am on Wednesday, March 15<sup>th</sup>; topics for review will be Weatherization and Affordable Housing Project Grant Writing. The next meeting will be held on April 7, 2017.

John Earl asked board members to review the EPF&A Committee report of April 7, 2017. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the March 10, 2017 EPF&A Committee meeting. Fred presented a draft page from our 2016 WIPFLI Audit indicating unrestricted cash currently at \$75,192.48. Fred declined purchase of 20 used refrigerators and ranges due to their condition. We currently have two parties interested in purchase of Dells Lot #2. The State TEFAP Grant Administrator expressed concerns regarding the J-1 Students discontinuing use of our food pantry. Fred reported to her that resolution was reached and the needs of the J-1 students are being addressed by the J-1 Student Program organizer. Low-Income Board Member Election results were shared: Adams County held at the Adams Food Pantry on March 24<sup>th</sup> - re-election of Sandy Wormet with 5 votes; Columbia County held at the Rio Food Pantry on March 20<sup>th</sup> - re-election of John Atkinson with 10 votes; Dodge County held at the Beaver Dam Food Pantry on March 23<sup>rd</sup> - re-election of Stacy Ewert with 18 votes; Juneau County held at the Mauston Food Pantry on March 23<sup>rd</sup> - re-election of Dave Singer with 10 votes; and Sauk County held at the Baraboo Food Pantry on March 24<sup>th</sup> - re-election of Renee Greenland with 6 votes. Renee and Dave Singer reported on fundraisers being held for their local food pantries. Committee members suggested contacting Camille Solberg from Senator Ron Johnson's office regarding the new federal budget proposal and Community Action funding. A draft contract has been received from the State and we are working on the construction loan for The John Wenum Family Apartments project. The 18<sup>th</sup> Annual CWCAC Golf Classic will be held on Thursday, June 8<sup>th</sup>. Committee meeting summaries will be prepared for review during the full board meeting. Committee members discussed possible names for our new senior housing project in the Village of Necedah. Motion was made by Muriel Harper to adopt the name "Charlie Krupa School View Senior Village". Seconded by Charlie Krupa. After discussion, motion was made by Muriel Harper to close the debate and call the question. Motion passed by show of hands with four yes votes and one abstain. John Earl called the motion to adopt the name "Charlie Krupa School View Senior Village". Motion passed by show of hands with four yes and one abstain. The committee went into Closed Session by unanimous voice vote. The committee resumed in Open Session by unanimous voice vote. The next meeting will be held on May 12, 2017.

Motion was made by Scott Beard to accept the EPF&A Committee Reports of March 10, 2017 and April 7, 2017. Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED.

6. Program Reports
  - a. Weatherization
  - b. Homeless
  - c. Hunger Reduction

Chris Utley presented the Weatherization Program Report. We are in the second year of our Weatherization contract and the State has assured us that our contract will be fully funded. Our administrative review went very well. The State has ordered a re-evaluation of the energy savings study to reflect the savings that are gained from customers switching their fuel for heating from electricity to natural gas. He is confident the new study will reflect our agency as highest in the State for energy savings. We were the first to implement the pilot program of targeting people who have electric water heaters and the State is encouraging all programs to target homes with this substantial energy saving measure. Total clients served were 166 including 221 audits done and a service goal of 393. To date 120 freezers/refrigerators, 44 furnaces, and 67 water heaters were installed.

Wendy Schneider presented the Homeless Unit Program Report. From January to March 2017, we served 317 individuals with a total cost of services at \$57,418.80. A desk audit for Project Chance is coming up. Wendy is working on grants that are coming due for the Homeless Program. We were recently awarded a Project Connect grant to assist the homeless during our Point-In-Time count at the end of July. This pilot program will assist with free health screenings, vision checks, haircuts, and a meal; vendors will be on hand to share information about local resources available. New Beginnings recently received a \$1,500 grant from the Walmart Foundation which was a higher amount than requested. The Beaver Dam Shelters remain consistently busy. To date four families have been assisted through the Sauk County Rapid Re-Housing Program.

Lisa Williams presented the Hunger Reduction Program Report. In March, our 16 food pantries have served 3,723 households and 8,626 individuals including 261,244 pounds of non-USDA commodities. She is working with the State TEFAP coordinator for funding to assemble items the J1 Students can have access to and also a Commodity Supplement Program grant to provide food for seniors which will be focused at our Beaver Dam food pantry. Recent Section 8 audits went well. We currently administer the Section 8 voucher program as an agent of WHEDA in the counties of Adams, Columbia, Jefferson, Marathon, Rusk, Taylor, and Washburn, as well as the City of Eau Claire. We have 621 voucher holders leased up and an additional 4 voucher holders that have ported in to our jurisdiction. This provides 1,193 individuals with rental assistance. The monthly payables account came to \$248,991.06 which equals an average of \$370.52 per unit cost which is paid to the landlord and/or utility company. We also have 51 veterans vouchers through our VASH voucher program.

Motion was made by Renee Greenland to accept the Weatherization, Homeless, and Hunger Reduction reports of April 26, 2017. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

7. Unfinished Business

Motion was made by Muriel Harper to approve the resolution which reads, "*WHEREAS:* Central Wisconsin Community Action Council, Inc. administers and manages the Guardianship Program; and *WHEREAS:* Duties and responsibilities regarding Guardianships, Conservatorships, Fiduciaries, and Power of Attorney Accounts are required to be performed by program staff on behalf of program clients; and *WHEREAS:* Program staff include Jim Dahlke, Jeff Housker, and Susan Mischock; *Now there for let it be resolved:* That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Guardianship Program regarding their Guardianships, Conservatorships, Fiduciaries, and/or Power of Attorney Accounts, and the authority of the individuals named above is in full force and effect." Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

8. New Business

Motion was made by David Moore to add the Borrowing Resolution for The John Wenum Family Apartments to the agenda under New Business. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED. Motion was made by David Moore to approve the resolution which reads, "*WHEREAS:* Central Wisconsin Community Action Council, Inc. in their pursuit to develop affordable housing received grant funding to support construction of a ten unit apartment complex, The John Wenum Family Apartments, in the County of Juneau, City of Mauston; and *WHEREAS:* Grant funds will support approximately 75% of development and construction costs; and *WHEREAS:* Property for the proposed building site is owned by Central Wisconsin Community Action Council, Inc.; and *WHEREAS:* All building plans have been completed and approved by the Building Committee and Board of Directors. *Now there for let it be resolved:* That Central Wisconsin Community Action Council, Inc. Board of Directors approves borrowing \$100,000 for the construction loan with an interest rate of 4.5% locked for one year and the balance being paid in full after construction completion, \$180,000 for the permanent loan with an interest rate of 4.95% locked for a period of three years based on a 25 year amortization and competitive rate throughout the duration of the loan, and closing costs from the Bank of Mauston to complete the funding necessary for the project; and further *Resolve*, that authority be vested in the President and/or the Executive Director to sign all closing documents necessary and required." After discussion, seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

9. Next Meeting

Wednesday, June 28, 2017 @ 10:00 a.m.

10. Adjourn

John Earl declared the meeting adjourned.

Signed by:

  
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Fred Hebert, Executive Director

April 28, 2017  
\_\_\_\_\_  
Date